



## **Applying for Commercial Space at Reading Terminal Market**

Thank you for your interest in commercial space in the Reading Terminal Market. It's a great place to operate a business! The Reading Terminal Market Corporation (RTMC) is the manager and landlord of the market.

All application for space are welcome, but please understand that specialty food businesses that appeal to local shoppers are favored. The process to lease commercial space is very competitive. Available spaces are open until filled with a qualified applicant. Please see the attached page for the steps involved in leasing space at the market.

At this time RTMC is unlikely to pursue applications for:

- jewelry, crafts, clothing and other non-food items
- personal services
- souvenirs, tee shirt, or sweatshirt stores

After an application is submitted, RTMC will contact applicants that meet the needs for the space available. Applications that do not meet the needs will be kept on file for one year for consideration for future vacancies.

Submitting an application is the first step in a multi- step process, and is not a guarantee that you will be offered use of a commercial space. Final approval must come from RTMC Management, and the Philadelphia Historical Commission.

Please be aware that the entire process can take eight weeks or longer.

If you need more information, please call 215-922-2317 and ask to speak with the General Manager or check our website for more information:

<http://www.readingterminalmarket.org>

## **STEPS TO LEASING COMMERCIAL SPACE AT THE READING TERMINAL MARKET**

1. Complete and submit a Commercial Space Application. RTMC staff will contact you if your product would enhance the tenant mix at the Market and if we have suitable space to offer. If not, we will hold your application for one year to consider for future vacancies.

Please submit the application and any attachments to:

Reading Terminal Market

51 N. 12<sup>th</sup> Street

Philadelphia, PA 19107

Fax: 215-922-2040

Phone: 215-922-2317

[info@readingterminalmarket.org](mailto:info@readingterminalmarket.org)

2. If so invited by RTMC, complete and submit a Business Plan as outlined by Management.
3. RTMC will review your submitted Business Plan for feasibility and thoroughness. We may request additional documents or revisions for clarification.
4. RTMC will contact you to inform you whether or not we're proceeding with your application for space.
5. If we are interested in proceeding with your application, lease terms are negotiated.
6. Lease is proposed to RTMC Board Directors for approval.
7. The final step is to apply to the Philadelphia Historical Commission (PHC) for approval of your store design. Applicants must fill out an application and turn it in to PHC for review and approval. The applicant must also attend the required Historical Commission meetings in person.



## **COMMERCIAL SPACE APPLICATION**

Please complete all sections as detailed as possible.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Proposed Business Name \_\_\_\_\_

Proposed Business Specialty \_\_\_\_\_

Detailed List of Products and Services (if possible attach lists, menus, photos, catalogue cuts or other supporting documents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Operational Needs (for example- power, plumbing, and venting requirements)

\_\_\_\_\_  
\_\_\_\_\_

Location Desired \_\_\_\_\_

Range of Space Desired \_\_\_\_\_

Applying for Commercial space at Reading Terminal Market is a very competitive process. This application and supporting documents will not be returned to the applicant.